

Ref. No.:447
Dated: 07/07/2020
Attachments:

Ministry of Technical Education and Vocational Training
The Office for Technical Education and Vocational Training
Capital City

The Office for Technical Education and Vocational Training – Capital City confirms

Subject/ the approval to add and amend the programs submitted by Talal Abu-Ghazaleh and Co. Consulting

With regards to the above-mentioned subject,,, and after reviewing the curricula submitted by Talal Abu-Ghazaleh and Co. Consulting; and based on the opinion of the Committee, it has been decided to approve the curricula as follows: -

No.	Program Name	Programs
1	English Language	(Introductory beginner's level – Beginner's level – Advanced beginner's level), each diploma "300 hours" (Intermediate beginner's level – Intermediate level – Advanced intermediate level), each diploma "300 hours" *(Advanced level), each diploma "300 hours". -*Preparing for TOEFL – Preparing for IELTS, each course is no less than "50" hours. English for specialized purposes in (Data Sciences – Digital Marketing – Investment Banking-) * and courses specialized in (Industry – Medicine- Civil Engineering – Preparing for Work Interviews – Law – Oil and Gas Exploration). Courses on the Labor Force in the fields of (Construction – Food Service – Home Health Assistance – Air Stewards)*, and specialized courses in (Education Science – Academic Reading and Writing – Business Management – Training in the Tourism Field – Customer Service – Executive Management – Financial Services – Food and Beverages Industry – Occupational Health – Information Technology Support and Assistance – Maritime Navigation – Oil and Gas – Tourism and Hospitality), and each course shall be no shorter than "30" hours.* English language programs and online training shall be given through https://www.voxy.com , through the following options: - Group Classes Courses E-Learning Self Study Private Teachers
2	Computers	Talal Abu-Ghazaleh Diploma in Information Technology "100" hours, consisting of the following 7 courses (Introduction to Computer Science + Windows "16" hours, Word Processing Software "24 hours", Excel Software "20 hours", PowerPoint Software "10 hours", Microsoft Access "24 hours", Internet "6" hours.

Committee Assisted by	Committee Assisted by	Curricula Department	Inspection and Quality Department	Legal Affairs Department	Director of the Office of the Director General	Standards and Quality Department	Deputy General Manager
Prof. Shad Yehia Ali	Prof. Samah Al-Jeemi	Prof. Ziad Al-Dodahi	Prof. Afrah Al-Shahidi	Prof. Mohammad Massouh	Prof. Anwar Al-Noueira	Prof. Saif Al-Ghali	Prof. Abdullah Abu Donia

Approved

Dr. Adel Hasan Al Mahdi

Director General

Director General of the Office for Technical Education and Vocational Training – Capital City

